



**TRANSLATION FOR REFERENCE PURPOSES ONLY.  
THE AUTHORITATIVE VERSION IS THE FRENCH.**

**“GUE/NGL, Marc BOTENGA: Call for Tenders for Video  
Communication 2020-2024”**

Dear Sir/Madam,

Member of European Parliament, Marc BOTENGA, representing the PTB delegation in the GUE/NGL (European United Left/Nordic Green Left) Group in the European Parliament, will need the services of a communication company for video communication to be realised until the end of June 2024, as regards his activities as an Member of the European Parliament, in line with the political values promoted by the MEP and by the GUE/NGL Group.

Services could include videos, reporting, editing, etc. However, this list is not exhaustive. As a rule, all material should be produced in Dutch and French.

Please note that, although all expected requirements are real, we cannot guarantee that all services will be ordered before the end of the contract's validity.

Please also note that all communications must show the correct GUE/NGL logo and that the name and logo of the Group may change during the term of the contract.

Please note that the parliamentary activity takes place in both Brussels and Strasbourg.

If you are interested, please indicate the unit price of each service, as below detailed.

The offer price must be expressed in euros for each service, excluding VAT (VAT exempt).

**Packaging and formatting of videos**

Necessary images provided to the supplier

- o At the supplier's charge: scriptwriting, subtitling, export in different formats (YouTube, Facebook, Twitter, Instagram)
- o Deadline: 1 day

==> Price per minute (1, 3, 5, 8 minutes) considering two equal videos, one with Dutch subtitles, one with French subtitles.

## **Video editing**

The images are produced by the MEP's staff, and provided to the supplier.

- o Covering the Member's activities throughout European current affairs (travel, tabling of amendments, vote, etc.)
- o At the supplier's charge: editing, packaging, formatting, text animations, subtitling.
- o Export in different formats (YouTube, Facebook, Twitter, Instagram)
- o Deadline: 1 week

==> Price per minute (1, 3, 5, 8 minutes) considering two equal videos, one with Dutch subtitles, one with French subtitles.

## **Production of videos showing parliamentary activity (without image capture)**

The images are provided to the supplier

- o At the supplier's charge: production, editing, scriptwriting, subtitling, export in different formats (YouTube, Facebook, Twitter, Instagram). Expected qualitative format (aesthetic approach)
- o Timeframe: 1 day to 1 week (depending on degree of urgency and complexity)

==> Price per minute (1, 3, 5, 8 minutes) considering two equal videos, one with Dutch subtitles, one with French subtitles.

## **Production of videos showing parliamentary activity (with image capture)**

- o The images are produced by the supplier (in whole or in part)
- o At the supplier's charge: production, scriptwriting, direction, editing, packaging, subtitling, export in different formats (YouTube, Facebook, Twitter, Instagram)
- o Deadline: 1 to 3 days (depending on the degree of urgency)

==> Price per minute (from 1 to 5 minutes) considering two equal videos, one with Dutch subtitles, one with French subtitles.

## **Editing Videos "Meeting" (without image capture)**

Images are provided to the supplier

Pictures or videos from record may be used to support what is being said.

- o Cross-interview between Marc BOTENGA and one or more guests.
- o At the supplier's charge: editing, packaging, formatting, text animations, grading, mixing, subtitling, export in different formats (YouTube, Facebook, Twitter, Instagram)
- o Duration: from 10 to 40 minutes + a trailer for social networks of less than one minute
- o Delay: 1 to 2 weeks

==> Price per ten minutes considering two equal videos, one with Dutch subtitles, one with French subtitles.

## **Production Videos "Meeting" (with image capture)**

- o The interview is filmed by the supplier's audio-visual teams.

- o Cross-interview between Marc BOTENGA and one or more guests.
- o Pictures or videos from record may be used to support what is being said
- o At the supplier's charge: recording, production, editing, packaging, formatting, text animations, grading, mixing, subtitling, export in different formats (YouTube, Facebook, Twitter, Instagram)
- o Duration: from 10 to 40 minutes + a trailer for social networks of less than one minute
- o Delay: 1 to 2 weeks

==> Price per ten minutes considering two equal videos, one with Dutch subtitles, one with French subtitles.

### **Field video report (attending trips, demonstrations or actions in the Parliament)**

- o Daily rate, excluding travel expenses

### **Long video productions (without image capture)**

- o The MEP is interviewed on his current affairs/priorities, he discusses his mandate.
- o At the supplier's charge: production including script writing, editing, packaging, text animations, grading, mixing, subtitling, export
- o Duration: < 40 minutes
- o Delay: 1 to 2 weeks

==> Price per ten minutes considering two equal videos, one with Dutch subtitles, one with French subtitles.

### **Long video productions (with image capture)**

- o The MEP is interviewed on his current affairs/priorities, he discusses his mandate.
- o At the supplier's charge: production including script writing, editing, packaging, text animations, grading, mixing, subtitling, export
- o Duration: < 40 minutes
- o Delay: 1 to 2 weeks

==> Price per ten minutes considering two equal videos, one with Dutch subtitles, one with French subtitles.

### **Credits/Intro**

- o Creating a credits/intro for a particular video format
- o At the supplier's charge: design, production, purchase of music, illustration videos (if necessary).
- o Duration: < 45"
- o Deadline: 1 day to 1 week (depending on the degree of urgency and technical complexity of the request)

==> Price per second (15, 30, 45")

The contract runs until **June 30, 2024** starting from the date of the acceptance.

The total amount of orders in euros may reach, but not exceed, € 45,000 per year.

Acceptance will be based on the most economically advantageous offer, the quality of the services, the company's ability to deliver on time and the ability and experience to express the political message in line with the Member's values.

In examining the tenders received, the GUE/NGL Group will take account of the prices proposed by the tenderer for each of the services listed above; the quality and the experience demonstrated; the professional capacity of the tenderer to provide the tailored services described in this invitation to tender (please attach a CV and an overview of previous works carried-out); the ability to complete the works contracted within the time allowed, including short deadlines; and the need to communicate in French or in Dutch.

Payment of the invoice/invoices will be made after completion of each service and receipt of the original invoice and the necessary documents by the accounting office of the GUE/NGL Group in Brussels.

Payment of the invoice(s) will be done after completion of each service and receipt of the original invoice together with the necessary documents by the accounting office of the GUE/NGL Group in Brussels, Belgium.

All questions relating to the call for tenders should be sent by e-mail to [Guetenders@europarl.europa.eu](mailto:Guetenders@europarl.europa.eu), cc: [marcjohan.botenga@europarl.europa.eu](mailto:marcjohan.botenga@europarl.europa.eu) with the words “GUE/NGL, Marc BOTENGA: call for tenders for video communication 2020-2024” in the subject line.

The deadline for **submission of questions** is **14/07/2020 at 12.00**. The reply will be sent by 16/07/2020 at the latest to all candidates at the same time, in order to provide all participants with the same information and in the interests of equal treatment. Following the evaluation of the tenders, a reply will be sent to participants during the month of July.

**Offers must be submitted in euros, excluding VAT.**

The **deadline for receipt of tenders** is **21/07/2020 at 12.00**.

Please send your offers by e-mail to [Guetenders@europarl.europa.eu](mailto:Guetenders@europarl.europa.eu) and cc: [marcjohan.botenga@europarl.europa.eu](mailto:marcjohan.botenga@europarl.europa.eu) with the words “GUE/NGL, Marc BOTENGA: call for tenders for video communication 2020-2024” in the subject line.